PeopleSoft 8.9: Future Dating Work Record Entries

Work Instruction Overview

This Work Instruction is designed to provide instruction on how to future date work record entries into the PeopleSoft system.

In PeopleSoft, the **Person-Organizational Relationship (Pers-Org)** type indicates the type of worker being entered into the system. There are three Pers-Org types we use:

1. Employee (Includes New Hire, Rehire, Transfers, Promotions, Demotions)
2. External Learners/Instructors (Includes Contractors and Instructors who **are not** State employees but need to take or instruct training)
3. Contingent Workers (Includes Contractors who **are not** State employees and do not need to take training but need to be assigned a PeopleSoft ID number)

In PeopleSoft, the **Effective Date** indicates when an action or event is in effect or valid. Each employee record is effective dated. PeopleSoft is designed to automatically perform certain functions based on the Effective Date. Using **Future** dates in work records will allow the system to assign PeopleSoft ID numbers for the following actions to occur in the system:

- Assignment of a PeopleSoft ID number prior to the Onboarding process
- Set up of new email accounts in advance of start dates
- Enrollment in required and/or job specific training sessions in advance of start dates
- Ability to immediately access self-service activities involving training and benefits when applicable

Work record entries include two types of effective dated records:

1. The **Personal Record** includes biographical, contact, and regional detail information.
2. The **Job Record** includes job data, employment data, earnings, and benefits program information.

When using future date work record entries:

- Personal Record information will be effective dated on the entry date. *For example, if the person's start date is Monday, June 9th but the record is being entered on Tuesday, June 3rd, the personal record's effective date will be Tuesday, June 3rd.*
- Job Record information will be effective dated with the person's future start date. *For example, if the person's start date is Monday, June 9th but the record is being entered on Tuesday, June 3rd, the job record's effective dates will be Monday, June 9th.*
- Job Record's should only be future dated **up to seven calendar days** prior to a person's start date.

Work Instruction sections include:

1. **Hire an Employee (Page 2)**: Process is performed by HR data entry personnel who have Workforce Administration access.
2. **Add an External Learner/Instructor (Page 8)**: Process is performed by HR Training personnel who have Enterprise Learning (Training Administration) access.
3. **Modify an External Learner/Instructor (Page 11)**: Process is performed by HR Training personnel who have Enterprise Learning (Training Administration) access.
4. **Add a Contingent (Contract) Worker (Page 12)**: Process is performed by HR data entry personnel who have Workforce Administration access.
5. **Modify a Contingent (Contract) Worker (Page 15)**: Process is performed by HR data entry personnel who have Workforce Administration access.

Hire an Employee

Employees are persons who work for and receive State of Indiana HR administered benefits. This includes new employees; rehired employees; and employees who are transferring, promoting, or demoting from **another** agency.

Employees are prepared for hire from a requisition by a recruiter and can be located on the Manage Hires list in the Workforce Administration module.

It is very important to use the correct effective date for new hires, rehires, and terminations as these dates impact benefits and compensation.

1.	Click the **Workforce Administration** Workforce Administration link.
2.	Click the **Personal Information** Personal Information link.
3.	Click the **Organizational Relationships** Organizational Relationships link.
4.	Click the **Manage Hires** Manage Hires link.
5.	Adjust the **Start Date From** and **To** fields to reflect the desired date range to search for the applicant to hire. The date should reflect the **Desired Start Date** used by the recruiter. Sometimes, however, the system may pull the applicant's application date instead. If the applicant does not appear on the list, expand the date range. If the applicant still cannot be located, contact the recruiter.
6.	Enter the beginning date for the date range into the **Start Date From** field.
7.	Click the **Refresh** Refresh button.
8.	Scroll down the page to locate the applicant's record.
9.	Click the name link of the applicant in the **Applicant Name** column.
10.	Confirm the following fields: The **Type of Hire** field should reflect the appropriate selection: • Hire – New employees • Rehire – Employees with a prior working relationships with the State as an employee • Transfer – Transfers, Promotions, Demotions The **Desired Start Date** field should reflect the effective date of hire. The **effective date of hire** is always the new employee's first date of employment. The **Employee ID Verified** link: Click on this link if it is active to confirm there is not another Employee ID number to avoid duplication.
11.	Scroll to the bottom of the page: For **Hires** and **Rehires**: Click the **Add Person** Add Person button. For **Transfers**, **Promotions**, and **Demotions**: Click the **View / Edit Person** View / Edit Person link.

To complete Steps **12** through **24**:

For **Hires** and **Rehires,** add and verify field information as needed. Information from the applicant's completed record is used to create the employee record. Review this information for formatting errors made by the applicant and correct errors as needed.

For **Transfers**, **Promotions**, and **Demotions**, if the employee is transferring positions within the same agency, add rows only if the personal data has changed using the **Add a new row** button. If the employee is transferring to a position from a different agency **-** with a different benefit plan (ex: DOC to ISP) add a row to each area of personal data and enter the effective date of the transfer.

12.	Verify the **Effective Date** field reflects the **entry** date (or the current date) as the effective date.
13.	The employee's name must match the name appears on the employee's Social Security card and be formatted correctly. To make any changes, the **Edit Name** Edit Name link is used.
14.	Verify the employee's date of birth is provided and correct in the **Date of Birth** field.
15.	Verify the employee's gender is correct. If necessary, enter the correct data into the **Gender** field using the drop-down menu button. While Unknown is shown as an option in the list of values, an employee's gender **must** be specified as either **Male** or **Female**.
16.	Verify the employee's **Highest Education Level** is recorded correctly. If it is incorrect, click the drop-down menu button to make a new selection.
17.	Verify the employee's **Marital Status** is recorded correctly. If it is incorrect, click the drop-down menu button to make a new selection.
18.	Verify the **National ID** (for employee's this will be the *Social Security number*) is correct.
19.	Verify the **Primary ID** checkbox is checked to the right of the **National ID** field showing the employee's Social Security number.
20.	Click the **Contact Information** Contact Information tab at the top of the screen or the **Contact Information** Contact Information link at the bottom of the screen to move to the next page.
21.	If the employee's address is incorrect, or improperly formatted, click the **Add Address** detail Add Address Detail link or the **View Address Detail** View Address Detail link to edit their address. For employee's already in the system, remember to add rows to avoid overwriting employee history. Add rows to update the **employee's address**, **telephone**, and **email** information if necessary for new employees, rehires, or employees transferring from another agency. Verify all of the **Effective Date** fields reflect the **entry** date (or the current date) as the effective date for each entry/update. If the employee is missing a mailing address, **it is necessary to enter one for employee benefits insurance purposes**. Insurance companies prefer to mail out an employee's insurance cards to Mailing addresses. State Personnel will be utilizing home and business email addresses to contact employees regarding important events so be sure to collect an email address from as many employees as possible.

22.	Click the **Regional** Regional tab at the top of the screen or the **Regional** Regional link at the bottom of the screen to move to the next page.
23.	If necessary, enter or change the employee's ethnic group by clicking the **Ethnic Group Magnifying Glass** button. An employee's ethnic group is **REQUIRED**. If an employee refuses to self-identify, use a visual observation to make the best selection. The work record **will not be able to be Saved** if the ethnic group is missing and if this option is selected as "unknown", EEO/AA reporting will be inaccurate.
24.	Verify the **Effective Date** field reflects the **entry** date (or the current date) as the effective date for each entry/update.

To complete the Hire an Employee process for:

- **New Hires** go to step 25
- **Rehires** go to step 51
- **Transfers**, **Promotions**, and **Demotions** go to step 78

New Hires

25.	Click the **Organizational Relationships** Organizational Relationships tab at the top of the screen or the Organizational Relationships Organizational Relationships link at the bottom of the screen to move to the next page.
26.	Verify the **Employee** checkbox option is check.
27.	Click the **Add the Relationship** Add the Relationship button.
28.	The **Job Record** and **Person ID** number is now available. Verify the **Effective Date** field reflects the person's **future start date** as the effective date for each entry/update.
29.	The **Action** code will default to **Hire**. To select a **Reason** code, click the **Reason Magnifying Glass** button.
30.	Click the **Job Information** Job Information tab.
31.	Click the **Empl Class** drop-down menu button.
32.	Select the designated status of the employee. The most common new hire statuses are: - **Orig WT**: Merit agencies use this status to activate the 6 month working test probation period. - **Non-Merit**: Non-Merit agencies. - **Quasi**: Quasi agencies. - **Appointed**: Appointed positions.
33.	Click the **Job Labor** Job Labor tab.
34.	Click in the **Union Seniority Date** field.
35.	The **Union Seniority Date** field indicates the employee's seniority date only. This field does not indicate membership to a union. Enter the employee's **Effective Date of Hire** (future start date) into the **Union Seniority Date** field.

36.	Click the **Payroll** Payroll tab.
37.	Verify the correct pay group defaults into the employee's record (example: **PYA** is Pay Group A and **PYB** is Pay Group B).
38.	The **Combination Code** number should also be confirmed at the bottom of the screen. The **combination code** is the budget account the employee will be paid from.
39.	Click the **Compensation** Compensation tab.
40.	If the employee's starting salary is above the minimum of the hiring range, enter the adjusted compensation rate in the **Comp Rate** field.
41.	After making any salary adjustments in the **Comp Rate** field, click the **Calculate Compensation** Calculate Compensation button.
42.	Click the **Employment Data** Employment Data link.
43.	Confirm the **Company Seniority Date** (for merit agencies) and the **Benefits Service Date** fields reflect the employee's **Effective Date of Hire** (future start date). **An inaccurate benefits service date may impact the availability of employee benefits.**
44.	Enter the employee's probation date into the **Probation Date** field. (The probation date is six months from the effective date of hire). **An inaccurate probation date may impact the availability of employee benefits.**
45.	Scroll down the page to locate the **Benefits Program Participation** link.
46.	Click the **Benefits Program Participation** Benefits Program Participation link.
47.	Click the **BAS Group ID Magnifying Glass** button to select the employee's correct **BAS Group ID**. BAS is the Benefit Administration Selection schedule for the agency.
48.	Confirm the **Effective Date** (future start date) is correct and write the **Employee ID** number from the top of the screen on the *Personnel Payroll Action Form* (PPAF form).
49.	Click the **OK** OK button.
50.	**End of Procedure.**

Rehires

51.	Click the **Save** Save button.
52.	Click the **Return to Manage Hires** Return to Manage Hires link.
53.	Scroll to the bottom of the page.
54.	Click the **Add Job** Add Job button.
55.	The **Job Record** is now available. Verify the **Effective Date** field reflects the person's **future start date** as the effective date for each entry/update.
56.	The **Action** code will default to **Hire**. To select a **Reason** code, click the **Reason Magnifying Glass** button.

57.	Select the appropriate reason from the list of values.
58.	Click the **Job Information** Job Information tab.
59.	Verify the correct **Position Control Number (PCN)** is being used.
60.	Click the **Empl Class** field drop-down menu button.
61.	Select **Orig WT** Orig WT from the list of values.
62.	Click the **Job Labor** Job Labor tab.
63.	The **Union Seniority Date** field will default to the employee's previous seniority date. This field is required by all agencies or benefits may be affected. Enter the **Effective Date** of rehire (this is the most recent date of hire which will reflect the person's **future start date**) into the **Union Seniority Date** field.
64.	Click the **Payroll** Payroll tab.
65.	Verify the Paygroup defaulted correctly.
66.	Click the **Compensation** Compensation tab.
67.	Adjust the biweekly compensation rate if necessary. If the employee is hourly, select the appropriate value by clicking the ***Rate Code Magnifying Glass** button. Click the **Calculate Compensation** Calculate Compensation button to update any rate changes.
68.	Click the **Employment Data** Employment Data link.
69.	The **Company Seniority Date** is the equivalent of the accrual date. To change the **Company Seniority Date**, click the **Override** check box.
70.	Enter the adjusted accrual date into the **Company Seniority Date** field. This will be the **Adjusted Bonus Date** based on years of service. **Note:** For assistance with this field, contact your Payroll Specialist at SPD.
71.	Click the **Refresh** button.
72.	Repeat these steps 69 through 71 to update the **Benefits Service Date** field. **The Benefits Service Date should reflect the effective date of rehire** which is the person's **future start date.**
73.	Enter the probation date into the **Probation Date** field. (The probation date is six months after the effective date of rehire).
74.	Click the **Benefits Program Participation** Benefits Program Participation link.
75.	Click the **BAS Group ID Magnifying Glass** button to select the employee's correct **BAS Group ID**. BAS is the Benefit Administration Selection schedule for the agency.
76.	Click the **Save** Save button.
77.	**End of Procedure.**

Transfers, Promotions, Demotions

78.	Click the **Return to Manage Hires** Return to Manage Hires link.
79.	Scroll down the page to locate the **Add Job** button.
80.	Click the **Add Job** Add Job button.
81.	The **Job Record** is now available. Verify the **Effective Date** field reflects the person's **future start date** as the effective date for each entry/update.
82.	The **Action** code will default to **Transfer**. • **Transfer** is selected for employee's transferring, promoting, or demoting from **a different agency** who applied through a requisition. • **Promotion** or **Demotion** is selected for employee's promoting or demoting from **the same agency** who applied through a requisition. • If eRecruit is no utilized, click to the **Add a new row** button to update the employee's record.
83.	To select a **Reason** code, click the **Reason Magnifying Glass** button.
84.	Click the **Job Information** Job Information tab.
85.	Click the **Empl Class** field drop-down menu button and select the appropriate status from the list of values.
86.	Click the **Job Labor** Job Labor tab.
87.	Review the **Union Seniority Date** field to ensure that the field reflects the employee's **original date** of hire/rehire.
88.	Click the **Payroll** Payroll tab and verify the Paygroup is listed correctly.
89.	Click the **Compensation** Compensation link.
90.	Adjust the biweekly compensation rate if necessary. Click the **Calculate Compensation** Calculate Compensation button to update any rate changes.
91.	Click the **Employment Data** Employment Data link.
92.	Enter the new probation date into the **Probation Date** field. (The probation date is six months after the effective date of transfer, promotion, demotion).
93.	Click the **Benefits Program Participation** Benefits Program Participation link.
94.	If necessary, click the **BAS Group ID Magnifying Glass** button to select the employee's correct **BAS Group ID**.
95.	Click the **Save** Save button.
96.	**End of Procedure.**

Add an External Trainee/Instructor

The purpose of the *Add an External Trainee/Instructor* function is to add contract workers and instructors into the PeopleSoft system to assign them a PeopleSoft ID number for them to take or instruct training. The *Add an External Trainee/Instructor* Work Instruction is for **contract workers** or **instructors** who have **never** had a working relationship with the State of Indiana.

1.	Click the **Enterprise Learning** Enterprise Learning link.
2.	Click the **Add a Person** Add a Person link.
3.	Select **External Trainee** from the list of values. **Note:** The **External Instructor** value may be used to track external training providers.
4.	Click the **Add the Person** Add the Person button.
5.	Click the **Add** Add button.
6.	Verify the **Effective Date** field reflects the **entry** date (or the current date) as the effective date.
7.	Click the **Add Name** Add Name link.
8.	Enter the external trainee's first name into the **First Name** field.
9.	Enter the trainee's last name into the **Last Name** field.
10.	Click the **OK** OK button.
11.	The **Date of Birth** field should be left blank for an external trainee or instructor. The **Gender** field is a required field and **Male** or **Female** must be one of the selected values. The **Highest Ed Level** and **Marital Status** fields should be marked **Unknown** or **Not Indicated**.
12.	Click the ***National ID Type** field drop-down menu button.
13.	Select **Driver's License Number** from the list of values.
14.	Enter the driver's license number into the **National ID** field.
15.	Click the **Contact Information** Contact Information tab.
16.	Click the **Add a new row** button in the **Current Addresses** box.
17.	Click the **Address Type** field drop-down menu button.
18.	Select **business** from the list of values.
19.	Click the **Add Address Detail** Add Address Detail link.
20.	Click the **Add Address** Add Address link.
21.	Enter the **business or facility** address into the **Address 1** field.
22.	Enter the city into the **City** field.
23.	Enter the state into the **State** field.
24.	Enter the zip code into the **Postal** field.

25.	Enter the county into the **County** field.
26.	Click the **OK** OK button.
27.	Click the **OK** OK button again.
28.	Click the **Delete row** button to delete the home address row.
29.	Click the **OK** OK button.
30.	In the **Phone Information** box, select **Business** using the drop-down menu button.
31.	Enter the **business or facility** phone into the **Telephone** field.
32.	Select **Business** from the list of values using the drop-down menu button in the **Email Addresses** box.
33.	If applicable, enter a business email into the ***Email Address** field.
34.	Click the **Organizational Relationship** Organizational Relationships tab.
35.	Click the **Add the Relationship** Add the Relationship button.
36.	Verify the **Effective Date** field reflects the **entry** date (or the current date) as the effective date.
37.	Select **Business Unit** from the list of values in the **Security Access Type** column.
38.	Enter your business unit into the **Value 1** field.
39.	Click the **OK** OK button.
40.	Click the **Checklist Code** drop-down menu button.
41.	Select **Add Person of Interest Inst.** from the list of values.
42.	Click the **Apply** Apply button.
43.	Click the **Go to Person Checklist** Go to Person Checklist link.
44.	Click the **Add Person of Interest Inst** Add Person of Interest Inst. link. The **Job Record** and **Person ID** number is now available in a pop-up window.
45.	Verify the **Effective Date** field reflects the person's **future start date**. Ensure all **Effective Date** fields reflect the person's **future start date** as the effective date for each entry/update in the **Job Record**.
46.	The **Action** code will default to **Add Person of Interest**. To select a **Reason** code, click the **Reason Magnifying Glass** button. Enter the reason into the **Reason code** field.
47.	Enter the external trainee/instructor's company into the **Company** field.
48.	Enter the external trainee/instructor's business unit into the **Business Unit** field.
49.	Enter the external trainee/instructor's department number into the **Department** field.
50.	If it does not automatically default, enter the external trainee/instructor's location into the **Location** field.
51.	Click the **Job Information** Job Information tab.
52.	Enter **NONEMP** into the **Job Code** field.
53.	Click the **Payroll** Payroll tab.

54.	Click the **Payroll System** drop-down menu button.
55.	Select **Other** from the list of values.
56.	Click the **Save** Save button. **Note:** Be sure to record the PeopleSoft id number before closing the record.
57.	**End of Procedure.**

Modify an External Trainee

The purpose of the *Modify an External Trainee* function is to update an existing **Person Record** for training purposes by assigning an updated PeopleSoft ID **RECORD** number to the **Job Record**. This Work Instruction is for **contract workers** who have **previously** had a working relationship with the State of Indiana. This allows for each instance of a working relationship to be recorded in the system **without** creating multiple ID numbers in the system. All prior record numbers **must be inactive** in the system.

1.	Click the **Workforce Administration** Workforce Administration link.
2.	Click the **Personal Information** Personal Information link.
3.	Click the **Organizational Relationships** Organizational Relationships link.
4.	Click the **Add a POI Relationship** Add a POI Relationship link.
5.	Enter the contract worker's previously assigned PeopleSoft ID number into the **EmplID** field.
6.	Enter **00007** into the **Person of Interest Type** field to indicate the person as an **External Trainee**.
7.	Click the **Add** Add button.
8.	Select **Business Unit** from the list of values in the **Security Access Type** column.
9.	Enter the business unit into the **Value 1** field.
10.	Click the **Save** Save button.
11.	Click the **New Contingent Worker Instance** New Contingent Worker Instance link in the menu on the left side of the screen.
12.	Enter the contract worker's PeopleSoft id into the **EmplID** field.
13.	Click the **Add** Add button.
14.	Enter the effective date into the **Effective Date** field (this is the **future start date**). Ensure all **Effective Date** fields reflect the person's **future start date** as the effective date for each entry/update in the **Job Record**.
15.	The **Action** code will default to **Add Contingent Worker**. To select a **Reason** code, click the **Reason Magnifying Glass** button. Select **TRN** as the reason into the **Reason code** field.
16.	Enter the external trainee/instructor's company into the **Company** field.
17.	Enter the external trainee/instructor's business unit into the **Business Unit** field.
18.	Enter the external trainee/instructor's department number into the **Department** field.
19.	If it does not automatically default, enter the external trainee/instructor's location into the **Location** field.
20.	Click the **Job Information** Job Information tab.
21.	Enter **NONEMP** into the **Job Code** field.
22.	Click the **Payroll** Payroll tab.
23.	Click the **Payroll System** drop-down menu button.
24.	Select **Other** from the list of values.
25.	Click the **Save** Save button.
26.	**End of Procedure.**

Add a Contingent (Contract) Worker

The purpose of the *Add a Contingent Worker* function is to add contract workers into the PeopleSoft system to assign them a PeopleSoft ID number. The *Add a Contingent Worker* Work Instruction is for **contract** workers who have **never** had a working relationship with the State of Indiana.

1.	Click the **Workforce Administration** Workforce Administration link.
2.	Click the **Personal Information** Personal Information link.
3.	Click the **Biographical** Biographical link.
4.	Click the **Add a Person** Add a Person link.
5.	Click the **Add the Person** Add the Person link.
6.	Verify the **Effective Date** field reflects the **entry** date (or the current date) as the effective date.
7.	Click the **Add Name** Add Name link.
8.	Enter the contract worker's first name into the **First Name** field.
9.	Enter the contract worker's last name into the **Last Name** field.
10.	Click the **OK** OK button.
11.	The **Date of Birth** field should be left blank for a contingent worker. The **Gender** field is a required field and **Male** or **Female** must be one of the selected values. The **Highest Ed Level** and **Marital Status** fields should be marked **Unknown** or **Not Indicated**.
12.	Click the ***National ID Type** drop-down menu button.
13.	Select **Driver's License Number** Driver's License Number from the list of values. A Driver's License Number or Personal Identification number issued by the Bureau of Motor Vehicles needs to be entered to identify the contract worker. Do **NOT** use a Social Security number as Social Security numbers are used in the PeopleSoft system to identify State of Indiana employees only.
14.	Enter the driver's license number into the **National ID** field.
15.	Click the **Contact Information** Contact Information tab.
16.	Click the **Add a new row** button.
17.	Click the **Address Type** drop-down menu button.
18.	Select **business** from the list of values.
19.	Click the **Add Address Detail** Add Address Detail link.
20.	Verify the **Effective Date** field reflects the **entry** date (or the current date) as the effective date.
21.	Click the **Add Address** Add Address link.

22.	Enter the business address into the **Address 1** field. The business address would be the facility address where the contract worker will perform their job duties. If the position travels and is not stationary, use the contract company's address. This rule also applies to any telephone numbers and Email addresses.
23.	Enter the city into the **City** field.
24.	Enter the state into the **State** field.
25.	Enter the zip code into the **Postal** field.
26.	Enter the county into the **County** field.
27.	Click the **OK** OK button.
28.	Click the **OK** OK button.
29.	Click the **Delete row** button to delete the home address row. It is important to omit any references to Home for addresses, phone numbers, and Emails for contingent workers.
30.	Click the **OK** OK button.
31.	Click the **Phone Type** drop-down menu button.
32.	Select **Business** from the list of values.
33.	Enter the business phone into the **Telephone** field.
34.	Click the **Email Type** drop-down menu button.
35.	Select **Business** from the list of values.
36.	Enter the business email into the ***Email Address** field.
37.	Click the **Organizational Relationship** Organizational Relationships tab.
38.	Click the **Contingent Worker** checkbox.
39.	Click the **Add the Relationship** Add the Relationship button. The **Job Record** and **Person ID** number is now available in a pop-up window.
40.	Verify the **Effective Date** field reflects the person's **future start date**. Ensure all **Effective Date** fields reflect the person's **future start date** as the effective date for each entry/update in the **Job Record**.
41.	The **Action** code will default to **Add Contingent Worker**. To select a **Reason** code, click the **Reason Magnifying Glass** button. Select **CON** as the reason into the **Reason code** field. Confirm the **Action/Reason** fields.
42.	Enter the contract worker's company into the **Company** field.
43.	Enter the contract worker's business unit into the ***Business Unit** field.
44.	Enter the contract worker's department into the ***Department** field.
45.	If it does not automatically default, enter the contract worker's location into the **Location** field.
46.	Click the **Job Information** Job Information tab.
47.	Enter the **NONEMP** into the ***Job Code** field.

48.	Click the **Payroll** Payroll tab.
49.	Click the **Payroll System** drop-down menu button.
50.	Select **Other** from the list of values.
51.	Click the **OK** OK button.
52.	Click the **Checklist Code** drop-down menu button.
53.	Select **Add Contingent Worker Instance** from the list of values.
54.	Click the **Save** Save button. **Note:** Be sure to record the **Person ID** number before closing the record.
55.	**End of Procedure.**

Modify a Contingent (Contract) Worker

The purpose of the *Modify a Contingent Worker* function is to update an existing **Person Record** with a new relationship using a PeopleSoft ID number that was previously assigned to them. The *Modify a Contingent Worker* Work Instruction is for **contract** workers who **have** a previous working relationship with the State of Indiana and will create a new PeopleSoft ID **RECORD** number for them. All prior record numbers **must be inactive** in the system.

1.	Click the **Workforce Administration** link.
2.	Click the **Personal Information** link.
3.	Click the **Organizational Relationships** link.
4.	Click the **New Contingent Worker** link.
5.	Enter the Person ID into the **EmplID** field.
6.	Click the **Add** button. When the screen changes, note that the **Empl Rcd #** in the upper right-hand corner of the screen has changed to a new number. Every new instance of a working relationship with the State of Indiana will generate a new Empl Rcd #.
7.	Verify the **Effective Date** field reflects the person's **future start date**. Ensure all **Effective Date** fields reflect the person's **future start date** as the effective date for each entry/update in the **Job Record**.
8.	The **Action** code will default to **Add Contingent Worker**. To select a **Reason** code, click the **Reason Magnifying Glass** button. Select **CON** as the reason into the **Reason code** field.
9.	Enter the contract worker's company into the **Company** field.
10.	Enter the contract worker's business unit into the **Business Unit** field.
11.	Enter the contract worker's department into the **Department** field.
12.	If it does not automatically default, enter the contract worker's location into the **Location** field
13.	Click the **Job Information** tab.
14.	Enter **NONEMP** into the **Job Code** field.
15.	Click the **Payroll** tab.
16.	Click the **Payroll System** drop-down menu button.
17.	Select **Other** from the list of values.
18.	Click the **Save** button.
19.	**End of Procedure.**